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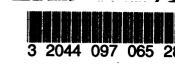
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LAND WRITING RAUB



PREFACE.

This little work is a reprint of Part I. of the author's *Practical Rhetoric*. It is published in this form for the convenience of those especially who may never have an opportunity to pursue the study of Rhetoric proper, and yet who will find it necessary almost daily to make practical application of the rules for punctuation, letter-writing, and the use of capital letters in their ordinary correspondence.

The book does not aim to tell the writer what to say, for that would be impossible, but it shows him how to express his thoughts and arrange his language in accordance with the best approved modern usage.

The work is designed for the use of all that have letters to write, whatever their position in life, and the author trusts that it may be found a valuable help to every one that may have occasion to consult its pages.

A. N. R.

NEWARK, DELAWARE, July 1, 1887.



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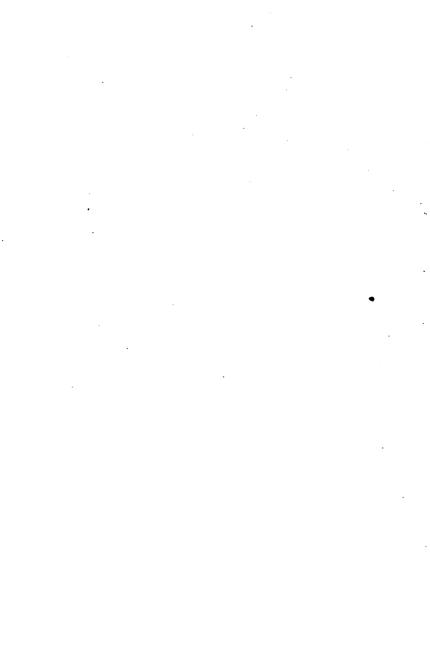


CAPITAL LETTERS,

PUNCTUATION,

AND

LETTER-WRITING



PART L

CAPITAL LETTERS, PUNCTUATION, AND LETTER-WRITING.

CHAPTER I.

CAPITAL LETTERS.

CAPITAL LETTERS are used to distinguish certain words for the purpose of making the sense more clear.

The following are the chief rules for the use of capital letters:

- 1. The First Word in a Book, etc.—The first word in every book, tract, essay, etc., and of every chapter or section, also of every note, letter, or other writing should begin with a capital letter.
- 2. The First Word of a Sentence.—The first word of every sentence or its equivalent should begin with a capital letter.

Examples.—"When did you come?" "It is a pleasant morning."

3. Numbered Clauses, etc.—The first word of each of a series of numbered clauses or phrases should begin with a capital letter.

- Ex.—"He directed his efforts to these points: 1. To showing the necessity for a short route; 2. To showing that the route he advocated was the shortest; 3. To showing that a road could be built most cheaply by his route."
- 4 First Word of an Example.—The first word of a clause or a sentence, when used as an example, should begin with a capital letter.
- Ex.—"A sentence should begin with a capital letter; as Procrastination is the thief of time."
- 5. After an Introductory Word.—The first word after an introductory word or clause should begin with a capital letter.
- Ex.—"Resolved, That the pen is mightier than the sword."
 "Be it enacted, etc., That a tax of three mills," etc.
- 6. In an Enumeration of Particulars.—The first word of each new line in an enumeration of particulars, when arranged in lines, should begin with a capital letter.

Ex.—The expenses of the committee have been as follows:

For Postage	•		•	•	•	•	•	•	•	•	•	•	•	3.70
For Advertising		,												10.20
For Tickets			_		_									4.50

Note.—It will be noticed that the chief items in a statement of this kind or in a bill begin with capital letters. See the following:

MR. WM. JONES,

•			,	To	H	E	ID:	EB	BC	N	å	C	0.		Dr.
To	16	lbs.	Butter @	20≉			4							•	\$ 3.20
"	20	lbs.	Soap @ 7	ø.											1.40
			Muslin @												

7. Direct Questions.—The first word of a direct question should begin with a capital letter.

Ex.—"The question is, When shall we be stronger?"

- Note.—This rule is also taken by some to cover an important statement.
- Ex.—"My opinion is this: If we do not succeed now, we never shall succeed."
- 8. Direct Quotation.—The first word of every direct quotation should begin with a capital letter.
 - Ex.—Carlyle says, "Blessed is he who has found his work."
- 9. Poetry.—The first word of every line of poetry should begin with a capital letter.
 - Ex.—"Errors, like straws, upon the surface flow;
 He who would seek for pearls must dive below."
- 10. Proper Names.—Every proper name should begin with a capital letter.
- Ex.—John, Mary, Monday, America, New Jersey, Oliver Wendell Holmes.
- Note 1.—This rule applies also to the names of the months and the days of the week, but not to the names of the seasons, as these latter are not regarded as proper nouns.
- Note 2.—The word devil when used to designate Satan is written with a capital letter; as, "The Devil and his cohorts."
- 11. Particular Objects or Events.—Words naming particular objects or events should begin with capital letters.
- Ex.—Hudson's Bay, Gulf of Mexico, the Statue of Liberty, Jersey City, the Metropolitan Hotel, Niagara Falls, the Park, the Revolution, Fourth of July, the Teachers' Association.
- Note 1.—In writing the names of places consisting of two words in some cases usage is not uniform. Thus, New-Castle, New Castle, and Newcastle are all authorized. When connected with a hyphen or when separated, each part begins with a capital letter; but when the two names constitute but one word, only one capital is used.

- Note 2.—When a compound name is composed of a proper name and some other word or affix, if the proper name follow the hyphen both parts begin with capitals; as, *Pre-Adamite*; but when the proper name precedes the other, the proper name alone begins with a capital letter; as, *Sunday-school*.
- 12. Proper Adjectives.—Adjectives derived from proper names should begin with capital letters.
 - Ex.-Scotch, American, African, Johnsonian.
- Remark 1.—When words derived from proper names are used to express a common quality they are no longer written with capitals; as, godlike, damask, stentorian, etc.
- Remark 2.—The names of religious sects, whether derived from proper names or not, should begin with capital letters; as, Protestants, Catholics, Jews, Lutherans, Presbyterians, etc. The names of political parties also, as Democrats, Republicans, Whigs, Conservatives, etc., should begin with capital letters; also the adjectives derived from these names.
- Note.—The words North, East, West, South, when they denote sections of country, should begin with capital letters, but when they denote simply direction, they should begin with small letters; as, "The South is rapidly developing her wealth." "Maryland is south of Pennsylvania."
- 13. Titles.—Titles of honor, office, or respect usually begin with capital letters.
- Ex.—Colonel Johnson, President Cleveland, Queen Victoria, Prof. Smith, Superintendent Edwards, Gen. Grant, Sir Walter Scott, Miss Wells, Mr. Boone, Henry the Eighth.
- Remark.—When a title is used with a proper name for the purpose of explanation, it does not begin with a capital letter; as, the poet Byron, the apostle John.
- 14. Names of the Deity.—All appellations of the Deity should begin with capital letters.
 - Ex.—God, Almighty, the Divine Architect.
- Remark 1.—When any name of the Deity is applied to created beings, no capitals are used; as, "Lord of lords, King of kings."

Remark 2.—When the word heaven is used to mean the Deity, it should begin with a capital letter; but when it means the firmament, the word should begin with a small letter. When it refers to the abode of the blest, it is written by some writers with a capital and by others without. Usage is not uniform.

Remark 3.—The adjectives universal, eternal, divine, omniscient, etc., when applied to God, need not begin with a capital letter, but usage requires capital letters in the following: Almighty God, Infinite One, First Cause, Supreme Being.

Remark 4.—In the expression "Son of God," as applied to Christ, each noun begins with a capital letter, but in the expression "Son of man" only the word Son begins with a capital letter.

Remark 5.—Usage is by no means uniform in writing the pronouns referring to the Deity, but the best writers of English seem to favor beginning these pronouns with small letters except when equivalent to the name of the Deity, when capitals are admissible; as, "To Him who guards and cares for us," etc.

- 15. I and O.—The words I and O should always be written as capitals.
- 16. Book Titles.—In the titles of books, or the subjects of essays, etc., every noun, adjective, verb, and adverb should begin with a capital letter.
 - Ex.—"How to Make Ten Acres Pay."
 "The Household Cyclopedia of Science,"

Note.—When in the title of a book or an essay it is desirable to make the pronouns emphatic, they also may begin with capital letters.

- 17. Common Nouns.—Common nouns when strongly personified should begin with capital letters.
 - Ex.—"Come, gentle Spring; ethereal Mildness! come."
 "Sail on, O Union, strong and great."
- 18. The Bible.—When reference is had to the divine origin of the Bible, the name of the book itself or any particular part of the book should begin with a capital letter.

Ex.—The Holy Bible, the Old Testament, the Acts of the Apostles.

Note 1.—When the Bible is spoken of simply as a book, no capital letter is needed; as, Six bibles were sold this morning.

Note 2.—Capital letters are used also to begin the names of other sacred writings; as, The Koran, the Zend Avesta, etc.

19. Specific Terms.—The words state, academy, college, university, park, etc., when used specifically, either as nouns or adjectives, should begin with capital letters, and at other times with small letters.

Ex.—The State, a state election; The College, a regular college course; A drive in the Park, the park along the railway.

General Remark.—The foregoing rules cover all the ordinary cases where words should begin with capitals, but in the case of handbills, advertisements, etc. much is left to the taste of the printer, who often uses capitals profusely to make a better display.

EXAMPLES FOR PRACTICE.

Place capitals wherever necessary in the following sentences:

- 1. what is done cannot be undone.
- 2. thou shalt not kill.
- 3. have you studied latin or italian?
- 4. if i can find the book, i will send it to you.
- 5. o excellent scipio!
- 6. Break, break, break,

on thy cold gray stones, o sea.

- 7 The north and the south do not agree on all things.
- 8. The niagara river connects lake erie with lake ontario.
- 9. The christmas festival comes this year on sunday.
- 10. July and august are summer months.
- 11. The american revolution continued eight years.
- 12. I started for the west on friday, the seventh day of june.
- 13. The chief writers of the elizabethan era were shake-speare, spenser, and bacon.

- 14. He offered three propositions: 1. to buy our share of the property; 2. to sell us his share; 3. to sell the whole property and let him purchase who would pay the most.
 - 15. Resolved, that war is a greater evil than intemperance.
- 16. George washington and john adams were the first two presidents.
- 17. Resolved, that an income tax would be injurious to our country.
- 18. The subject of the essay was, "the influence of America on the neighboring republic."
 - 19. The steamship "ironsides" lay at anchor.
 - 20. Several of our vessels were sunk in hampton roads.
 - 21. The cost to us has been as follows:

for fuel			•		•	•	\$ 60.00
for room rent							180.00
for one							40 00

- 22. Emerson says, "a great man is willing to be little."
- 23. The french and the english have not always been on friendly terms.
 - 24. We crossed the alleghanies just about daybreak.
 - 25. We visited the park and the battery.
- 26. Queen victoria's husband, prince albert, was of german descent.
- 27. We owe all our prosperity to him who created and who governs the world.
- 28. The title of the new book is, "life and adventures among the savages of the west."
- 29. Gen. Grant, gen. Sherman, and gen. Hancock were in attendance.
 - 30. Mr. John Smith,

		b	ou	gł	ıt	of	V	۷ı	LL	LA	M	8 (å	C	o.,
2 lbs.	prunes .	•	•	•	•							•		\$.28
8 qts.	molasses														.39

- 81. During october and november of last autumn I was very busy.
- 82. The question for debate was, Resolved, that the indians should be compelled to support themselves.

- 83. Nothing but folly goes faithful and fearful.
- 84. That was in my salad days; i've grown wiser since.
- 85. The groves were god's first temples.
- 36. All are but parts of one stupendous whole, whose body nature is, and God the soul.
- 37. His two chief books were the bible and a copy of baxter's saint's rest.
- 38. The question now arises, how shall we meet our expenses?
- 39. The acts of the apostles and revelation were his favorite parts of the new testament.
 - 40. Well, mr. Smith, what news have you?
 - 41. Kant said, "give me matter and I will build the world."
 - 42. The apostle Paul was formerly known as saul of tarsus.
- 43. Cape cod bay lies east of new england, but the gulf of st. lawrence is farther north.
- 44. Next to the capital stood bristol, then the first english seaport.
- 45. The chairman of our committee on foreign relations introduced the bill in the senate.
- 46. The french and indian war occurred before the war of the revolution.
 - 47. One of Goldsmith's best works is his deserted village.
- · 48. Neither the democratic nor the republican party was thoroughly organized.
- 49. The zend avesta is the sacred book of the followers of zoroaster.
- 50. The greeks were great artists; the romans, great executives.
 - 51. This, o king, is my plea for mercy.
- 52. An important truth is often briefly expressed; as, haste is waste.
 - 53. Edward the elder succeeded his father alfred the great.

CHAPTER 11.

PUNCTUATION.

Punctuation treats of the use of points in dividing written composition.

The chief use of punctuation is to divide discourse into sentences, and these again into parts, in such a manner as will best show the relation of these parts to one another.

Punctuation is based almost wholly on grammatical analysis. The same good judgment and accurate discrimination is needed, therefore, in both.

So much diversity of usage exists among authors of good repute with regard to some of the marks of punctuation that it has been doubted if the rules on the subject are fixed and definite. While it is true that in some of the minor uses of some of the points, especially the comma, there is much left to the individual judgment of the writer, the main rules are fixed, and are observed by all reputable writers.

The	chief	gramr	nati	cal	po	int	a	r e-	_			
1.	The	Period										•
2.	The	Comm	a.									,
3.	The	Semico	lon									;
4.	The	Colon										:
5.	The	Interro	gati	on	Po	int						?
6.	The	Exclan	nati	on	Poi	int						1

In addition to the foregoing several other characters

are used	in	written	and	printed	discourse	for	various
purposes.	. 4	Mong	these	are—			

1.	The Dash	•	•	•	•	•	•	•	•	
2.	Marks of Parenthesis								•	()
3.	Marks of Parenthesis Quotation Marks .									66 >>
	The Hyphen									_

and a number of others of minor importance, the use of which will be explained farther on.

THE PERIOD (.).

The Period was the first point introduced, and was used originally to indicate the completion of a sentence. The principal rules for the use of the period are the following:

RULE 1. Complete Sentences.—A period should be placed at the end of every declarative or imperative sentence.

Ex.—"Many hands make light work."

"If sinners entice thee, consent thou not."

Remark.—Lengthy compound sentences are frequently broken into a number of shorter sentences. In such cases a period follows each of the shorter sentences.

Note.—The conjunctions and, but, etc. are frequently used simply to introduce a sentence. In such cases they do not indicate any connection with a preceding sentence.

Ex.—"And Moses spake unto the children of Israel."
"But we shall permit no treachery."

Rule 2. Abbreviations.—A period should be placed after every abbreviated word.

Ex.—Jas., Cr., Ph.D., Rev. Chas. Smith, D. D., LL.D.

Note 1.—When an abbreviated name becomes a nickname, as Ben, Tom, Sue, etc., it is not followed by a period.

Note 2.—Ordinal adjectives, as 2d, 4th, 8th, 10th, etc., are not

abbreviations, but substituted forms for second, fourth, eighth, tenth, etc. No period should therefore be placed after any of them.

Note 3.—When the abbreviation is the last word of the sentence, only one period is necessary at the end of the sentence.

Note 4.—When the Roman numerals are used a period is usually placed after each; as, George III., Chaps. V., VI., and VII.

Note 5.—When letters are doubled to indicate the plural, as pp. for pages, MM. for messieurs, or LL. for legum, only one period is used to indicate the abbreviation.

Note 6.—When abbreviated words become current abridged expressions, as *consol* for consolidated, or *cab* for cabriolet, no period is used.

Note 7.—When the abbreviation represents separate words, a period follows each; as, Legum Doctor, LL.D., Post Master, P. M.

RULE 3. Complete Expressions.—A period should be placed after each of the following: HEADINGS, TITLES, SIGNATURES, IMPRINTS, ADVERTISEMENTS, etc., when the expression is complete in itself.

Ex.—Punctuation. Webster's Dictionary. Henry Hudson. Raub & Co., Philadelphia. Wanted, an active salesman. Lesson 16.

Note.—The title-page of a book usually consists of three parts:

1. The title of the book; 2. The name of the author, with his honorary titles appended; 3. The name of the publisher, with the place of publication. Each of these parts is followed by a period.

Ex.—A History of Education. By F. V. N. Painter, A. M., Professor of Modern Languages and Literature in Roanoke College. New York: D. Appleton & Co.

EXERCISES.

Note.—In the following exercises the student should not only insert the proper punctuation mark in each case, but he should also be able to give a reason for his work.

Punctuate the following where necessary:

- 1. No man can lose what he never had
- 2. Help thyself, and God will help thee

- 8. Whatever is worth doing at all is worth doing well
- 4. Full many a flower is born to blush unseen,
 And waste its sweetness on the desert air
- 5. He that wrestles with us strengthens our nerves and sharpens our skill Our antagonist is our helper.
 - 6. Baltimore, Md, Nov 8, 1886
- 7. The President of the College is Rev Timothy Dwight, D D, LL D
- 8. State Supt Richard Edwards, LL D, will lecture before the Association
 - 9. Ben Jonson was one of England's first dramatic writers
 - 10. The examination was held Oct 2d, at 2 P M
- 11. We read chapters VI, VIII, and XIV with much interest
 - 12. Farm Ballads By Will Carleton
 - 13. Messrs Johnson, Holloway & Co, 1286 Market St, Phila
 - 14. Part I, Chapter I, Punctuation
 - 15. See ll 16, 17, 19, p 24
 - 16. MM Thiers and Grevy have both been prominent
 - 17. A cab was ordered to call at 11 P M
 - 18. Elements of Psychology By James Sully, M A
 - 19. Go forth under the open sky, and list
 To Nature's teachings—Bruant
 - 'Tis the sunset of life gives me mystical lore,
 And coming events cast their shadows before—Campbell

THE COMMA (.).

The Comma is used to mark the least degree of separation in the divisions of a sentence. The word "comma," like the words "semicolon" and "colon," was used originally to denote the portion of the sentence cut off, rather than the mark.

The following are the chief rules for the use of the comma:

RULE 1. Compound Sentences.—A comma is used to sep-

arate the members of a compound sentence when the degree of separation is too slight for the use of a semicolon.

Ex.—"There was an abundance of game, but we could not find it."

Rule 2. Relative Clauses.—Relative clauses that are explanatory or which present an additional thought are set off by commas, but when such clauses are restrictive in sense they are not so separated.

Remark.—A restrictive clause limits its antecedent to some particular meaning, while a non-restrictive clause is equivalent to an additional thought. Thus, in the sentence "The pupil who is studious will improve," the clause in italics is restrictive, the sentence being equivalent to "The studious pupil will improve."

In the sentence "John, who is studious, will improve," the clause in italics is non-restrictive, the sentence being equivalent to "John will improve," and the additional thought, "John is studious."

In the first example the restrictive clause limits the meaning not only to "pupil," but to a particular pupil, "The pupil who is studious;" while in the second sentence the sense is not affected by the clause "who is studious." This clause simply adds the thought that "John is studious."

Note 1.—If several words intervene between the relative and its grammatical antecedent, a comma should be placed before the relative clause, even when used restrictively, as in the following:

"He lives most wisely, who employs his time most usefully."

Note 2.—A comma should be placed before the relative clause, even when the latter is restrictive, if the relative is followed by a word or a phrase enclosed by commas; as,—

"They who, notwithstanding their higher position in society, kindly welcomed us, should receive our gratitude."

Note 3.—When the relative has for its antecedent several nouns or clauses in succession, it should be separated from the last by a comma, even though the relative clause be restrictive; as,—

"There were present laborers, mechanics, and merchants, who doubted the arguments he offered."

If the comma were omitted after "merchants," the meaning of the sentence might be taken to be that it was only the merchants that doubted.

EXERCISE.

Punctuate the following correctly:

- 1. Be kind to all you will have no cause to regret it
- 2. Life is short and art is long
- 3. Tell me with whom you associate and I will tell you what you are
 - 4. Patience is a bitter seed but it yields rich fruit
- 5. The cannon ceased to boom and we knew that the procession had passed
 - 6. The ploughman homeward plods his weary way

 And leaves the world to darkness and to me
 - 7. They who are set to rule over others must be just
 - 8. There mountains rise and circling oceans flow
 - 9. Read thy fate in the flowers which bloom and die
- 10. Congress which was in session since last December has adjourned
 - 11. Riches that are ill gotten are seldom enjoyed
 - 12. It is selfishness and vanity that make a woman a coquette
 - 13. How beautiful are yonder flowers that grow by the wayside!
- 14. My brother who stayed with me yesterday has returned to the city.
 - 15. He that would succeed must win success
- RULE 3. Dependent Clauses.—Dependent clauses are usually set off by commas.

Ex.-" If you desire success, you must win it."

Note.—A dependent clause requires another to complete its meaning. It is usually introduced by some subordinate conjunction or a conjunctive adverb, as *if*, though, when, etc., and often precedes the clause on which it depends.

When the dependent clause follows that on which it depends, it is in many cases not set off by a comma; as, "We will come if you wish us to do so."

When the dependent clause follows the main clause, and is introduced by "that," it is not set off by a comma unless "that" is equivalent to "in order that," and is placed at some distance from the verb; as,—

- "I believe that he will come."
- "I shall listen to what he says, that I may learn what arguments he offers."

EXERCISE.

Punctuate the following where necessary:

- 1. If you would appear noble be noble
- 2. When pain cannot bless Heaven quits us in despair
- 3. If at first you don't succeed try try again
- 4. If we work upon marble it will perish; if we work upon brass time will efface it; if we rear temples they will crumble into dust.— Webster
 - 5. If you would be pungent be brief-Southey
 - 6. Though deep yet clear
- 7. If we go to Nature for our morals we shall learn the necessity of perfection in the smallest act
 - 8. Unless public opinion supports the law it is of no avail
 - 9. Oh, if this be a dream

Let me sleep on, and do not wake me yet!

10. If I had thought thou couldst have died I might not weep for thee;

But I forgot when by thy side That thou couldst mortal be

RULE 4. Parenthetical Expressions.—Parenthetical words and phrases should be set off by commas.

Remark.—Expressions are parenthetical when they are placed between the related parts of a sentence, but are not strictly essential to its meaning.

The following are among the expressions most commonly used as parenthetical:

after all,	in short,	now and then,
as it were,	in a word,	no doubt,
as it happens,	in reality,	of course,
beyond question,	in truth,	on the contrary,
for the most part,	in general,	on the other hand,
generally speaking,	in the mean time,	without doubt,
in fact,	in the first place,	you know,

PARENTHETICAL WORDS.

accordingly,	however,	perhaps,
consequently,	indeed,	then,
doubtless,	moreover,	therefore,
finally,	namely,	too.

When one of these parenthetical expressions occurs at the beginning or at the end of a sentence, only a single comma is used to separate the expression from the main part of the sentence.

'When any of the expressions above are used to modify some particular part of the sentence, they lose their parenthetical character, and are no longer set off by commas. Observe the use of the word "however" in the following:

Note.—Some words, known variously as independent adverbs, expletives, etc., as now, well, why, yes, no, again, further, first, secondly, etc., when they stand at the beginning of a sentence, are set off by a comma. This is true also of now and then and here and there when used to introduce contrasted expressions; as,—

" Now, all is harmony; then, all was confusion,"

EXERCISE.

Punctuate the following where necessary:

- 1. There are as it happens several of us in the secret
- 2. Yes you have done well
- 3. Finally let us announce our conclusion
- 4. Let us announce our conclusion finally
- 5. However poor the work it will be paid for
- 6. The work was however very poorly done.
- 7. Well what shall we say in reply
- 8. Again there are some points that have been overlooked
- 9. There are some points that have been overlooked again

[&]quot;We will, however, do our duty."

[&]quot;However, we will do our duty."

[&]quot;However well we do our work, we get but little praise."

- 10. In truth much may be said in favor of our project
- 11. There are doubtless other arguments to be offered
- 12. Every one therefore should do his best
- RULE 5. Intermediate Expressions.—Clauses and expressions not parenthetical in character, but so placed as to come between the essential parts of a sentence, are set off by commas.
- Ex.—"Physical exercise, especially in the open air, is of great importance to health."

EXERCISE.

Punctuate the following where necessary:

- 1. Man even in his lowest state is a noble work
- 2. Prudence as well as courage is necessary to overcome obstacles
 - 3. Clauses when non-restrictive are set off by commas
- 4. The soldiers fearing they would be surrounded retreated before night
- 5. The richest of men may from want of proper culture fail to grace society
 - 6. All study regarded merely as a means of culture is useful
 - Thy Hector wrapt in everlasting sleep Shall neither hear thee sigh nor see thee weep—Pope
 - 8. There is no flock however watched and tended But one dead lamb is there—Longfellow
- RULE 6. Transposed Elements.—Transposed phrases and clauses are usually set off by commas.
 - Ex.—Of all the cases considered, his was the worst.
- Note 1.—The comma is placed also after a surname when it precedes the Christian name; as,—

Johnson, Dr. Samuel; Watson, W. H.

Note 2.—When the connection is very close in the case of transposed elements, the comma is not used; as, "At daylight the gun was fired."

EXERCISE.

Punctuate the following where necessary:

- 1. When spring returns the flowers will bloom
- 2. To illustrate the matter let me tell you a story
- 3. Of all the senses sight is the most perfect
- 4. In order to succeed in study the cultivation of attention is necessary
 - 5. To confess the truth I never could understand his position
 - 6. Of all the American poets Longfellow is the most admired
 - Along the cool sequestered vale of life They kept the noiseless tenor of their way—Goldsmith
- RULE 7. Series.—In a series of words, all being the same part of speech, a comma should follow each word of the series.
 - Ex.—"The mind is that which thinks, feels, wills."
 "The air, the earth, the water, teem with life."
- Note 1.—When the conjunction is omitted between the last two words of a series, a comma is placed also after the last, unless it precedes a single word; as, "Days, months, years, have passed away."
- Note 2.—When the words in the series are connected by conjunctions, the comma may be omitted; as, "Days and months and years have passed since we saw him."
- Note 3.—When the conjunction is omitted between all except the last two of the series, it is common to put a comma before the conjunction, but many writers omit it.
- Note 4.—In such expressions as "A fragrant little flower" no comma should be placed between the two adjectives, as we do not mean a fragrant and a little flower. The word "fragrant" really modifies the expression "little flower."

EXERCISE.

Purctuate the following where necessary:

- 1. Hedges trees shrubs and vines encircled the house
- 2. We are fearfully wonderfully made
- 3. Laura Mary and her sister came
- 4. Lead iron and coal were found

- 5. Kings rose reigned and fell
- 6. Our friend was a wise prudent and influential citizen
- 7. Our friend was wise prudent and cautious in all his actions
 - 8. Our friend was wise prudent cautious in all his actions
- 9. The ocean the mountains the clouds the heavens the stars the rising and the setting sun all overflow with beauty
- 10. Hang around your walls pictures which shall tell stories of mercy hope courage faith and charity
 - 11. War famine pest volcano storm and fire
 Intestine broils oppression with her heart
 Wrapt up in triple brass, besiege mankind
- RULE 8. Words in Pairs.—When words are used in pairs, a comma should be placed after each pair.

Ex.—"Poor and rich, weak and strong, young and old, must submit to Death's summons."

EXERCISE.

Punctuate the following where necessary:

- 1. Houses and lands offices and honors gold and bonds are nothing to the man at Death's door
- 2. I inquired and rejected consulted and deliberated till the sixty-second year made me ashamed of wishing to marry—

 Johnson
- 3. Brazil is by some regarded as a land of mighty rivers and virgin forests palm trees and jaguars anacondas and alligators howling monkeys and screaming parrots
 - 4. Tower and temple hut and palace were consumed by fire
- Rule 9. Apposition.—Words in apposition, together with their adjuncts, are set off by commas.
- Ex.—"Webster, the orator and statesman, was a native of New Hampshire."

Rev. Noah Porter, D. D., LL.D.

Note 1.—When the noun in apposition stands alone or has only an article before it, no comma is required between it and the word

with which it is in apposition; as, "The poet Burns," "Paul the apostle."

Note 2.—When several words contain a description of some person or thing, if the name be mentioned it should be set off from the rest of the sentence by a comma; as, "The greatest of poets among the ancients, Homer, was blind."

EXERCISE.

Punctuate the following where necessary:

- 1. The end crowns all;
 And that old common arbitrator Time
- Will one day end it
 2. Earth's noblest thing a woman perfected—Lowell
- 3. A schoolboy's tale the wonder of an hour!—Byron
- 4. Milton the author of Paradise Lost is one of the sublimest of poets
- 5. There is but one God the Author the Creator the Governor of the world
 - 6. Now the bright morning star day's harbinger Comes dancing from the east
- 7. Everett the statesman and orator was a candidate for vice-president
 - 8. We were at the entrance of a small inlet or bay
 - 9. Washington the first president was a Virginian
 - 10. Diogenes the Greek philosopher was a cynic

RULE 10. Words in the Vocative.—Nouns or pronouns in the Nominative Case Independent by address, with their accompanying words, are separated from the remainder of the sentence by commas.

Ex.—"I am, my dear sir, your friend."

EXERCISE.

Punctuate the following where necessary:

- 1. Draw archers draw your arrows to the head
- 2. Welcome my old friend
 Welcome to a foreign fireside

- 8. Thank you good sir I owe you one
- 4. Come nymph demure with mantle blue
- 5. My friend have you learned where Webster the statesman lived?
 - -6. Good-morning sir; I hope you are well
 - 7. Children you are now dismissed
 - 8. Come boys let us go
 - 9. Are you ready soldiers? Let us follow
 - 10. I cannot my dear sir do what you desire

Rule 11. Absolute Construction.—Words placed in the Nominative Case Absolute are, with their accompanying words, separated from the remainder of the sentence by commas.

Ex.—"The war having ended, we were dismissed."

EXERCISE.

Punctuate the following where necessary:

- 1. We having reached the bridge the enemy fired upon us
- 2. All having completed their task they were dismissed at once
 - 3. Admitting your arguments does that settle the question
 - 4. Generally speaking your position is correct
- 5. Cæsar having crossed the Rubicon Pompey prepared for battle
 - 6. Having nothing else to do we went fishing
 - 7. The time being precious we should expend it wisely

Rule 12. Omission of the Verb.—When in a compound sentence the verb is omitted in clauses following the first, a comma takes its place.

Ex.—"Homer was the greater genius; Virgil, the better artist."

EXERCISE.

Punctuate the following where necessary:

- 1. To err is human; to forgive divine
- 2. Some books are to be tasted; others to be swallowed; and some few to be chewed and digested

- 8. Ignorance is the curse of God;
 Knowledge the wing wherewith we fly to heaven
- 4. Power reminds you of weakness; permanency of change, life of death
- 5. From law arises security; from security curiosity; from curiosity knowledge
- RULE 13. Logical Subject.—When the logical or complete subject ends with a verb of the same form as the predicate verb, or consists of parts subdivided by commas, it is separated from the predicate by a comma.

Ex.—"They who hesitate, fail."

"Wheat, barley, and other grains, are the chief products."

EXERCISE.

Punctuate the following where necessary:

- 1. Officer soldier friend and foe were all buried together
- 2. Whatever purifies the heart fortifies it
- 3. Whoever breaks pays
- 4. What little money I had I lost
- 5. A log-rolling a quilting or a wedding was a time of general festivity
 - 6. My friends neighbors and associates all deserted me
- RULE 14. Quotations.—A short quotation, or an expression resembling a quotation, is preceded by a comma.

Ex.—Bacon says, "Knowledge is power."

The question now is, How shall we find a remedy?

Note.—If the quotation depends directly on the word which precedes it, no comma is required; as,—

- 1. The soldiers raised the cry of "Down with the invaders!"
- 2. The resolution declares that "war exists with France."

EXERCISE.

Punctuate the following where necessary:

Hang out your banners on the walls;
 The cry is "Still they come"

- 2. "Dust thou art, to dust returnest" was not spoken of the soul
 - 3. "The book of nature" said he "is open before you"
 - 4. The speaker said "Let us not raise that question at present"
 - 5. His reply was "Let them come if they dare"

Rule 15. Numeral Figures.—When any numbers, except dates, are expressed by figures consisting of more than four characters, they are separated by commas into groups of three, beginning at the right.

Ex.—"The population of Boston, in 1880, was 390,406."

EXERCISE.

Punctuate the following where necessary:

- 1. The number of square miles in Pennsylvania is 45215
- 2. The population of New York City in 1880 was 1206299
- 3. Alabama has an area of 52250 square miles, while Texas has an area of 265780 square miles
- 4. The cotton crop of Texas in the year 1880 was 1118000 bales

Rule 16. Ambiguity.—A comma is sometimes needed to prevent ambiguity.

Thus, in the sentence, "I woke, and thought upon my dream," the omission of the comma after "woke" would convey the meaning that "I woke upon my dream and thought upon my dream."

EXERCISE.

Punctuate the following where necessary:

- 1. Talent is surrounded with dangers and beauty with temptation
 - 2. Books and study only teach the proper use of books
- 3. To assume that a person is guilty of an offence because appearances happen to be against him is manifestly unjust

GENERAL EXERCISE.

Punctuate the following where necessary:

- 1. To state my views fully I will begin at the beginning.
- 2. He did that which he should have done.
- 3. At times like these when one is excited he forgets what he says
- 4. His stories which made everybody laugh were often made to order
- 5. Sink or swim live or die survive or perish I give my hand and heart to this vote
 - 6. Admission fifty cents
- 7. As soon as his declaration was known the whole nation was wild with delight.
- 8. He had a hard gray and sullen face piercing black eyes under bushy gray eyebrows thin lips and square jaw.
 - 9. There was a lock on the door but the key was gone.
- 10. The colleges the clergy the lawyers the wealthy merchants were against us.
 - 11. I remain sir your obedient servant.
 - 12. Returning to the question let me add a word or two.
 - 13. Now let us settle this question.
 - 14. The question however has been settled.
- 15. However the question may be decided it will be to our advantage.
 - 16. Brave not rash is the true hero.
- 17. Mohammed the founder of Islamism did not hesitate to work with his hands.
- 18. The island on which the city stands was sold for a few dollars.
- 19. Herodotus was the founder of history or rather of profane history.
 - 20. Love not sleep lest thou come to poverty.

THE SEMICOLON (;).

The Semicolon is used to separate parts of sentences less closely connected than those separated by commas.

The following are the most important rules for the use of the semicolon:

RULE 1. Parts of Sentences.—A semicolon should be placed between the parts of a sentence when the subdivisions of these parts are separated by commas.

Ex.—"Our first work is to lay the foundation; our second, to build the superstructure."

Note.—When the members are lengthy, they are sometimes separated by a semicolon, though no commas are used; as,—

"So many hours must I take my rest; So many hours must I contemplate."

EXERCISE.

Punctuate the following where necessary:

- 1. Human happiness has no perfect security but freedom freedom, none but virtue and virtue, none but knowledge.
- 2. Man passes away his name perishes from record and recollection his history is a tale that is told, and his very monument becomes a ruin.
- 3. A salad should be as to its contents multifarious as to its proportions an artistic harmony as to its flavor of a certain pungent taste.
- 4. Without dividing he destroyed party without corrupting he made a venal age unanimous.
 - The wide the unbounded prospect lies before us But shadows clouds and darkness rest upon it.
- RULE 2. A General Term.—A general term having several particulars in apposition may be separated from the particulars by a semicolon.

Ex.—"Nouns have three persons; First, Second, and Third."

Note.—Some authors prefer to use a dash, or a comma and a dash, instead of the semicolon; as, "Nouns have three persons,—First, Second, and Third."

EXERCISE.

Punctuate the following where necessary:

- 1. Nouns have three cases Nominative Possessive and Objective.
- 2. To Greece we are indebted for the three principal orders of architecture the Doric the Ionic and the Corinthian.
- 3. We have three great bulwarks of liberty schools colleges and universities.
- 4. The divisions of mind are threefold intellect sensibilities and will.
- RULE 3. Short Sentences.—Short sentences which have but a slight dependence on one another as to sense are usually separated by semicolons.
 - Ex.—"Be what thou seemest; live thy creed; Hold up to earth the torch divine."

Note.—On this rule usage differs somewhat. Some writers prefer to use the colon and others the period instead of the semicolon, but the preference is in favor of the semicolon.

EXERCISE.

- 1. Inflexible in faith invincible in arms.
- 2. Honors come by diligence riches spring from economy.
- 3. Listen to good advice treasure up wise precepts and try to merit the approbation of all.
- 4. Stones grow vegetables grow and live animals grow live and feel.
- 5. There is good for the good there is virtue for the virtuous there is victory for the valiant there is spirituality for the spiritual.
- Rule 4. Successive Clauses.—A semicolon is used to separate several successive clauses in a complex sentence when they have a common dependence on a principal clause.
- Ex.—"When my heart shall have ceased to throb; when my life shall have passed away; when my body shall have been

consigned to the tomb,—then shall all these things be remembered in my favor."

Note.—Some writers prefer to separate the principal clause from the others by a colon, and the others from one another by a comma and a desh.

EXERCISE.

Punctuate the following where necessary:

- 1. If we think of glory in the field of wisdom in the cabinet of the purest patriotism of the highest integrity, public and private of morals without a stain of religious feeling without intolerance and without extravagance,—the august figure of Washington presents itself in the personation of all these.
- 2. If we search for the man who bears the heaviest burdens most cheerfully who is calmest in storm and most fearless in danger who chooses the right at all times with invincible resolution,—we shall find him a man of the purest life and the most discriminating conscience.
- RULE 5. Additional Clauses.—An additional clause which assigns a reason, draws an inference, or presents a contrast, may be cut off by a semicolon.

Ex.—"Honesty is the best policy; but he who acts on that principle is not an honest man."

Note.—When the additional clause follows without the use of a connecting word, some writers use a colon instead of a semicolon.

Some of the connecting words most commonly used are namely, for, but, yet, etc.

EXERCISE.

- 1. Right is more beautiful than private affection and love is compatible with universal wisdom.—*Emerson*.
 - 2. They that stand high have many blasts to shake them And if they fall they dash themselves to pieces.
- 3. Straws float upon the surface but pearls lie at the bottom of the stream.
- 4. Everything grows old everything passes away everything disappears.

RULE 6. Before As.—A semicolon should precede "as" when it introduces an example.

For illustration see the application in the preceding rules wherever an example has been introduced by the use of as.

Note.—A semicolon is sometimes used before viz., to wit, i. e., or that is, when it precedes an example or an enumeration of particulars.

EXERCISE.

Punctuate the following where necessary:

- 1. A noun is a name as John book bird.
- 2. The is used before nouns in either number as The boy the boys.
 - 3. A fraction is an indicated division as 4.
- RULE 7. Yes and No.—"Yes" or "no," when forming part of an answer and followed by a proposition, is usually cut off by a semicolon.

Ex.-"Yes; I think I can answer you."

Note.—When yes or no precedes a vocative expression, the semicolon follows the expression; as, "No, my friends; the time has not yet come for action."

GENERAL EXERCISE.

- 1. The study of mathematics cultivates the reason that of the languages at the same time the reason and the taste
- 2. He was courteous not cringing to superiors affable not familiar to equals and kind but not condescending or supercilious to inferiors.
- 3. The gem has lost its sparkle scarce a vestige of its former brilliancy remains.
- 4. After interjections pronouns of the first person are generally used in the objective case as ah me!
- 5. Mirth should be the embroidery of conversation not the

6. Lying lips are an abomination to the Lord but they that deal truly are his delight

THE COLON (:).

The Colon is used to separate parts of sentences less closely connected than those separated by the semicolon.

The following are the most important rules for the use of the colon:

- Rule 1. Parts of Sentences.—A colon should be placed between the parts of sentences whose subdivisions are separated by semicolons.
- Ex.—" You have called yourself an atom in the universe; you have said that you were but an insect in the solar blaze: is your present pride consistent with these professions?"

EXERCISE.

- 1. We are seldom tiresome to ourselves; and the act of composition fills and delights the mind with change of language and succession of images every couplet when produced is new and novelty is the great source of pleasure.
- 2. The article contained two chief thoughts the first that the argument was not sound the second that it was not convincing.
- RULE 2. Additional Clauses.—An additional clause not formally connected with the preceding clause is set off from the latter by a colon.
- Ex.—"Apply yourself diligently to study: it is the only sure way to success."
- Note.—This rule differs from Rule 5 under the Semicolon mainly in the omission of the conjunction which formally connects the clauses.

EXERCISE.

Punctuate the following where necessary:

- 1. There is nothing good or bad, but thinking makes it so to me it is a prison.
 - Let others hail the rising sun
 I bow to those whose course is run.—Garrick.
 - Such dainties to them, their health it might hurt It's like sending them ruffles, when wanting a shirt.
 - High stations tumults but not bliss create
 None think the great unhappy but the great.
 - 5. Learning by study must be won
 'Twas ne'er entailed from son to son.
- RULE 3. Quotations.—When a quotation is introduced, but not as the object of a verb, it should be preceded by a colon.

Ex.—The speaker addressed the meeting as follows: "Fellow-citizens, I am glad," etc.

Note.—When a quotation follows such transitive verbs as say, exclaim, reply, shout, cry, and similar verbs, as the direct object, it should be preceded by a comma instead of a colon; as, The speaker said, "Fellow-citizens, I am glad," etc.

EXERCISE.

Punctuate the following where necessary:

- 1. In his last moments he uttered these words "I fall a sacrifice to sloth and luxury."
- 2. The chairman then arose and addressed the audience as follows "My friends, I have an unpleasant duty to perform."
 - 3. His words were these "If I am guilty punish me."
- 4. The sentence is as follows "The child ran crying to its mother"
 - 5. The following is correct "Haste makes waste."
 - 6. For of all sad words of tongue or pen, The saddest are these "It might have been."

RULE 4. Formal Introduction.—A colon is placed after

such expressions as "this," "these," "as follows," "the following," and similar terms, when they promise or introduce something, whether a quotation or not.

Ex.-"The sentence is this: I will succeed, or die in the attempt."

EXERCISE.

Punctuate the following where necessary:

- 1. The sentence reads as follows Never give up the contest.
- 2. My opinion of his work is this It is the best that I have seen.
 - 3. These are the terms Poor work, poor pay.
- 4. This is the rule A singular verb requires a subject in the singular.
 - 5. The following statement is correct

	Books														
3	"	"	75¢	•	•	•	•	•	•		•	•		•	2.25
															\$6.45

RULE 5. Title-Pages.—In a title-page, when an explanatory expression is put in apposition with the main title, without the use of a conjunction, the two are separated by a colon.

For illustration see title-page of this book.

Note.—In a title-page a colon is usually placed between the names of the publishers and the name of the city in which they are located; as,—

Philadelphia: Roberts & Co.

GENERAL EXERCISE.

- 1. So then these are the two virtues of building first the sign of man's own good work secondly the expression of man's delight in work better than his own.
- 2. A Spanish proverb says "Four persons are indispensable to the production of a good salad first a spendthrift for oil second a miser for vinegar third a counsellor for salt fourth a madman to stir it all up."

- 3. We have in use two kinds of language the spoken and the written the one the gift of God the other the invention of man.
 - 4. The speaker began as follows

"Ladies and Gentlemen this is an occasion of great interest to all of us."

- 5. Be wise with speed
 A fool at forty is a fool indeed.
- 6. Teach thy necessity to reason thus There is no virtue like necessity.
- Unblemished let me live, or die unknown Oh, grant an honest fame, or grant me none.
- Truth crushed to earth shall rise again
 The eternal years of God are hers
 But Error wounded writhes in pain
 And dies amid his worshipers.

THE INTERROGATION POINT (?).

The Interrogation Point is used to show that a question is asked.

Rule 1. Questions.—An interrogation point should be placed after every direct question.

Ex.—" Is this your work?"

Note 1.—A direct question is one that admits of an answer; as, "Why did he not come?" An indirect question is one that is merely spoken of; as, "They asked why he did not come."

Note 2.—When several questions are thrown together to form one sentence, the sentence begins with a capital letter, but an interrogation point should follow each question; as, "What is the meaning of all this excitement? of all this tumult? of all this confusion?"

Note 3.—A series of interrogative sentences may sometimes be closely related, and yet each be distinct in itself. In such case each sentence begins with a capital letter, and is followed by an interrogation point; as, "Does he hunt? Does he shoot? Is he in debt? Is he temperate?"

Note 4.—When a question is not complete until the end of the sentence is reached, only one interrogation point should be used, and

that at the close of the sentence; as, "Which is the older, John or James?"

RULE 2. Doubt.—The interrogation point is sometimes inserted in curves to throw doubt upon a statement.

Ex.—"His beautiful (?) diction was not admired."

GENERAL EXERCISE.

Punctuate the following where necessary:

- 1. They asked me why I did not play
- 2. They asked me, "Why do you not play"
- 3. "You intend to go home to-morrow" "To morrow no; not till Friday."
 - 4. Do you travel for health or for pleasure
- 5. What is the product of 17 times 14 Of 16 times 18 Of 18×24 .
- 6. The gracefulness () of this buffoon is something to excite wonder.
 - 7. Our friends () undertook to censure us for our levity.
- 8. Dost thou love life Then do not squander time for that is the stuff that life is made of.
- 9. Greece indeed fell but how did she fall Did she fall like Babylon Did she fall like Lucifer never to rise again
- 10. "Good-morning sir I hope you are well" "Well no far from it I am suffering intensely"

THE EXCLAMATION POINT (!).

The Exclamation Point is used to indicate some emotion.

RULE 1. Interjections.—The exclamation point is placed after interjections when they show strong emotion.

Ex.—"Hurrah! we are free again."

Note 1.—When the emotion expressed belongs to the whole phrase or sentence, the exclamation is usually placed after the entire expression, rather than after the interjection; as, "Shame upon your conduct!"

- Note 2.—When an interjection is repeated several times, the repeated words are separated from each other by a comma, and the exclamation point is put only after the last; as, "Well, well! I cannot stand that."
- Note 3.—The difference between O and oh was closely observed formerly, O being used in direct address; as, "O home, magical, all p werful home!" while oh was used more directly to express emotions; as, "Oh, how glad I am!"
- Note 4.—O is not immediately followed by an exclamation point, but oh is so followed except where the emotion runs through the whole expression, in which case oh is followed by a comma, and the entire emotional expression by an exclamation point.
- Note 5.—The interjections eh and hey are frequently used at the end of a question. In that case they are followed by an interrogation point.
- RULE 2. Exclamation.—An exclamation point is placed after every exclamatory expression.
 - Ex.—"Magnificent! Gorgeous!" were the words of all.
 - "How very simple it is!"
- Note.—It is usually best to put the point where the full force of the exclamation is brought out. Thus, "Charge, Chester, charge On, Stanley, on?"
- RULE 3.—More than one exclamation point may be used to express wonder, irony, contempt, or great surprise.
- Ex.—"Believe in his honesty!! I would rather trust the honesty of a thief."
- Note.—The exclamation point is sometimes used to imply doubt in the same manner as the interrogation point; as, "The sneak was a humble (!) man."

GENERAL EXERCISE.

- 1. How sweetly the bee winds her small but mellow horn
- 2. Lo I am with you alway
- 3 Alas my noble boy that thou shouldst die
- 4. Selling off at cost Great sacrifices

- 5. How calmly the ship glides over the water
- 6. What a queer-looking bonnet
- 7. King of kings and Lord of lords we humbly bow before
 - 8. Woe to the tempter
 - 9. Oh dear how shall I get out of this.
- 10. Green be the turf above thee Friend of my better days
- 11. Oh long may it wave

O'er the land of the free and the home of the brave

- 12. How dear to my heart are the scenes of my childhood
 When fond recollection presents them to view
- 13. Build thee more stately mansions O my soul
- 14. Let this be your motto Rely on yourself
- 15. Alas how easily things go wrong
- 16. God pity us all in our pitiful strife
- 17. How complicate how wonderful is man
- 18. God send thee many years of sunshine days

THE DASH (-).

The Dash is used chiefly to indicate a sudden charge in the sense or the construction of a sentence.

Note.—The dash has its legitimate use, and is necessary in many kinds of composition, but it is frequently used by unskilled writers as a substitute for the comma, the semicolon, the colon, the marks of parenthesis, and even the period. It should not be used as a substitute for any of these. The use of the dash for any of the marks here mentioned is permissible only where none of them can be correctly used.

The following are the most important rules for the use of the dash:

RULE 1. Sudden Change.—A dash is used to mark some sudden or abrupt change in the construction or the sense of a sentence.

Ex.—"And big her, you mark me, on Wednesday next—but soft, what day is this?"

"He had no malice in his mind— No ruffles on his shirt."

- RULE 2. Parenthesis.—The dash is sometimes used to set off parenthetical expressions when the connection is not so close as to require commas.
- Ex.—"Those who hated him most heartily—and no man was hated so heartily—admitted that his mind was exceedingly brilliant."
- RULE 3. A Pause.—The dash is sometimes used to indicate a pause made for rhetorical effect.
- Ex.—"It was admitted by all that this boy was a model child—when he was asleep."
- Note.—The dash is also sometimes used to denote an expressive pause; as, "The wind roared—ceased—sighed gently—roared again—then died quietly away."
- Rule 4. Omission.—The dash is used to indicate an omission.
- Ex.—"One morning in the summer of 18— the town of ——was greatly agitated at a recent occurrence."

Luke 6:1-4 Luke 6:1, 2, 3, 4. W—m W—s William Wilkins.

- RULE 5. Summing Up.—The dash is sometimes used to denote a summing up of particulars.
 - Ex.—"Father, mother, brother, sister,—all are dead."
- Rule 6. Repetition.—When a word or an expression is repeated emphatically or for rhetorical effect, the construction being begun anew, a dash should be inserted before each repetition.
- Ex.—"Here lies the dust of Cicero-Cicero! who once thrilled the world with his eloquence."
- "I wish," said my uncle Toby, with a deep sigh—"I wish, Trim, I were asleep."
- RULE 7. Reflex Apposition.—When words at the end of a sentence stand detached and are in apposition with preced-

ing parts of a sentence, they are separated from the preceding portion by a dash.

Ex.—Three of the world's greatest poems are epics—Paradise Lost, The Eneid, and The Iliad.

- RULE 8. Titles Run in.—When a title or a heading, instead of standing over a paragraph, is run in so as to make a part of the paragraph, it is separated from the rest of the line by a dash. For illustration see any of the foregoing rules.
- Rule 9. Dialogue.—The parts of a conversation or a dialogue, if run into a paragraph instead of beginning separate lines, are separated by dashes.

Ex.—"Good-morning, Mr. Smith."—"Good-morning, sir."
—"I hope you are well."—"I am quite well; how is your health?"—"Good, very good."

RULE 10. With Other Pauses.—The dash is often placed after other marks to add effect.

The following are the chief instances:

- a. After a side-head; as "Remark 2.-," etc.
- b. Between the end of a paragraph and the name of the author, if both are placed on the same line; as,—
 - "Procrastination is the thief of time."-Young.
- c. Between short quotations brought together in the same line. (See Example under Rule 9.)

GENERAL EXERCISE.

- 1. If you will give me your attention I will show you but stop I do not know that you wish to hear me.
- 2. The stream fell over a precipice paused fell paused again—then darted down the valley.

- 3. "My friend the counsellor" "Say learned friend if you please sir."
- . 4. Prominent among the philosophers of antiquity is Socrates Socrates who looked beyond the absurd fables of his country's mythology.
 - 5. Some men are full of affection affection for themselves.
 - 6. I pause for a reply None? Then none have I offended.
- 7. Tom Moore wrote politics at times pointed bitter rankling politics but he was really no politician at heart.
 - 8. Mark 5:15
 - 9. Greece Carthage Rome where are they
 - Hope only Hope of all that clings
 Around us never spreads her wings Holmes
- 11. He has a weakness a weakness of the head as well as of the heart.
- 12. Friends neighbors my own kindred all were against the project.
- 13. It was a sight that child in the agony of death that would have melted any one to pity.
 - 14. How wonderful is Death
 Death and his brother Sleep
- 15. Men will wrangle for religion write for it fight for it anything but live for it.
 - Reason's whole pleasure all the joys of sense
 Lie in three words health peace and competence.
 - 17. Nature I'll court in her sequestered haunts
 By mountain meadow streamlet grove or cell
 - "Tis strange but true for truth is always strange Stranger than fiction Byron
 - 19. This narrow isthmus 'twixt two seas The past the future two eternities Moore
 - 20. Greatness and goodness are not means but ends. Hath he not always treasures always friends The great good man three treasures love and light And calm thoughts regular as infant's breath And three firm friends, more sure than day and night Himself his Maker and the angel Death

THE MARKS OF PARENTHESIS.

The curves, or marks of parenthesis, are used to enclose such words as break the unity of the sentence and have little, if any, connection with the remaining part of it.

Ex.—"I have seen a man (if man he could be called) insult a defenceless boy."

Note.—The parenthesis is properly the part inserted, hence the marks are usually called curves, or marks of parenthesis.

Remark 1.—The sentence embracing curves is punctuated as it would be were no parenthetical part included.

Whatever point may be needed is placed after the last curve, unless some other mark precede the last curve, in which case the point is placed before the first curve; as,—

- 1. "Pride, in some disguise or other (often a secret to the proud man himself), is the most ordinary spring of action among men."
- 2. "While we all desire fame, (and why should we not desire it?) we should do nothing unfair to gain it."

Remark 2.—The part within the curves is punctuated according to the rules heretofore explained, just as if no parenthesis be used.

Remark 3.—The dash is preferred to the curve by many writers at present, and is quite extensively used.

GENERAL EXERCISE.

- 1. The senator from Kentucky Mr. Clay then rose to speak.
- 2. I know that in me that is in ray flesh dwelleth no good thing.
- 3. Mr Chairman I cannot vote for this resolution applause I owe it to my constituents to oppose it and cast my vote against it
 - 4. Our new house is it not a pretty one is very comfortable
- 5. I gave and who would not have done so my last dollar to the poor little fellow
- 6. Five years of scarcity I know that one of them might be called an average season were followed by ten of plenty.

- 7. To gain a posthumous reputation is to save four or five letters for what is a name besides from oblivion
 - 8. A noun Latin nomen is a name.
- 9. The book if such it might be called was very carelessly written.

QUOTATION MARKS ("").

A quotation is the introduction into one's discourse of words uttered by some one else.

Quotation Marks are two inverted commas at the beginning, and two apostrophes at the close, of the part quoted.

The following are the rules for the use of quotation marks:

Rule 1. Direct Quotation.—Quotation marks are used to enclose a direct quotation.

Ex.—Jesus said, "I am the resurrection and the life."

Note 1.—When other words occur between the quoted parts, only the quoted words are enclosed by the marks; as, "There is but one way," said the orator, "to ensure success, and that is by earnest effort."

Note 2.—When the quotation is not direct, no marks are needed. Observe the difference in the following:

He said, "I will be there in time."

He said he would be there in time.

RULE 2. A Quotation within a Quotation.—When one quotation is included within another, the included quotation is enclosed by single quotation marks.

Ex.—I find the following: "'I rise for information,' said a member. 'I am very glad to hear it,' said another near by; 'for no one needs it more.'"

Note 1.—If a quotation included within another contains another included quotation, the latter is enclosed by double quotation marks; as, I found in a book this sentence: "Some one has written, 'What a world of wisdom is contained in the words of Longfellow!—"Life is real, life is earnest; and the grave is not its goal.""

RULE 3. Quoted Paragraphs.—When a number of quoted paragraphs come in succession, the inverted commas precede, each, but the closing quotation marks follow the last paragraph only.

Remark.—When a quotation is made the marks should enclose the punctuation marks as well as the words.

Notice the difference in the following:

- 1. His remark was, "Why must you go?"
- 2. Was his remark, "Must you go" or "Will you go"?

The first sentence embraces a quoted question; the second is a question itself, and therefore ends with the interrogation point.

Note.—Authors sometimes put words or phrases used in illustration in quotation marks; as, "in' and 'into' are closely related."

GENERAL EXERCISE.

Punctuate the following where necessary:

- 1. Socrates said The soul is immortal
- 2. Socrates said that the soul is immortal
- 3. A drunkard once reeled up to Whitfield with the remark Mr. Whitfield, I am one of your converts I think it very likely was the reply for I am sure you are none of God's
 - 4. Knowledge is power says the great Lord Bacon
- 5. See said Addison on his death-bed to a profligate young nobleman see in what peace a Christian can die
 - 6. The world says Shakespeare is still deceived with ornament
 - One of Jefferson's rules is this Never spend your money until you have it
 - 8. Why did you not say You must not go
 - 9. He exclaimed Oh the wretch
 - 10. Then said he Lo I come.
- 11. His remark was It was Emerson that wrote Self-trust is the essence of heroism
 - 12. These were Longfellow's words

Life is real life is earnest
And the grave is not the goal
Dust thou art to dust returnest
Was not spoken of the soul.

THE HYPHEN (-).

The Hyphen is used chiefly to connect words; as, stock-man.

In the formation of compound words the hyphen should be used between the parts of the compound so long as each of these parts retains its own accent; thus, rose'-tree'; milk'ing-stool'. The hyphen is retained also in temporary compounds; as, cloud-capped, health-destroying. When, however, the accent is placed upon but one part of the compound, or the compound is one that has become permanent, the hyphen is not used; as, blackboard, penman, batsman.

The hyphen is used also to indicate the division of a word at the end of a line.

In dividing words syllables should never be broken, but the words should be separated by closing the line with a full syllable and a hyphen, and beginning the next line with the next syllable.

Note 1.—The hyphen is sometimes used to indicate the divisions of a word; as, ma-nip-u-late.

Note 2.—The hyphen is used also to distinguish words spelled alike, but of different meaning and pronunciation; as, re-creation, recreation.

Note 3.—The hyphen may be used also to separate two adjacent vowels that do not form a diphthong; as co-operate, pre-existent, though the discress is sometimes used for this purpose, as in coöperate.

The simplest rules with regard to the division of words into syllables are the following:

- 1. Join consonants to the vowels whose sounds they modify; as, an-i-ma-tion, as-tron-o-my.
- 2. Let prefixes and suffixes form distinct syllables when it can be done without misrepresenting the pronunciation; as, im-print-ing, re-ject-ed, di-rect-or.

3. The terminations cial, tial, sion, tion, cion, cious, tious, and others that are pronounced as one syllable, must not be divided.

OTHER MARKS.

The following are the most important of the remaining marks used in printed discourse. Some of them are used wholly by printers, and the others are mostly so used:

Brackets [] are used to enclose some word or words necessary to correct an error or afford an explanation; as, "They [the Puritans] came direct from Holland."

Note 1.—Brackets are used in dictionaries and similar works to enclose the pronunciation or etymology of a word; as, Belles Lettres [běl lětr].

Note 2.—Brackets are used also in dramas, etc. to enclose directions to the players.

The Apostrophe (') is used to indicate the omission of letters or figures. It is used—

- 1. To form contractions; as, don't, for do not; isn't, for is not; o'er, for over.
- 2. To form plurals; as, 6's, +'s, s's, instead of 6es, +es, ses.
- 3. To indicate the possessive form of the noun; as, king's, widow's, etc., the old form having been kyngis, widdowes, etc.
- 4. To indicate in the case of dates the century figures; as, "74 for 1874.

The Ellipsis [——], [***], [....], is used where letters or words have been omitted; as, Gen. G***t, for Gen. Grant; or Mr. B——e, for Mr. Boone.

The Section [§] denotes the small divisions of a book or a chapter.

The Paragraph [¶], now rarely used, denotes the beginning of a paragraph or new subject.

The Caret [\(\)] is used in writing to show that some-Mr. Peters thing is to be inserted; as, "Our friend has concluded

to remain."

The Index [] is used to point out something special.

The Brace [$\{$] is used to connect two or more terms with another term; as, Students $\{$ Boys, 29. Girls, 40.

The Ditto Mark ["] is used to indicate that the words above are to be repeated; as,

2 yds. Cloth @ \$1.25 \$ 2.50 4 " " 3.00 12.00

Note.—It is not, however, correct to use the ditto mark in the repetition of names of persons. Thus it is incorrect to write—

John S. Thomas Wm. B. "

The latter name should be written in full.

The Asterism [***] calls attention to a particular passage.

The Cedilla, placed under the letter c [g], gives it the sound of s, as in façade.

The Tilde [\sim], placed over the letter n, shows that n is equivalent to n and y, as canon (canyon).

The Diæresis ["], placed over the latter of two vowels, shows that they belong to different syllables, as in zoölogy.

The Macron [-], placed over a vowel, shows that it has the long sound, as a in \bar{a} le.

The Asterisk [*], the Dagger [†], the Double Dagger [‡], the Section [§], the Parallel [||], and the Paragraph [¶], are generally used to refer to mar-

ginal notes. Sometimes letters of the alphabet or figures are used for the same purpose.

Leaders are dots used to carry the eye from words at the beginning of the line to something at the end of it, usually the number of the page; as,—

Punctuation			•			page 17
Letter-writing			_	_		55

Notes on Books.

The Title-page of a book is the page which contains the title of the book; it is usually the first page.

Running Titles, or Headlines, are placed at the tops of the successive pages, and are used to show the name of the book or the subject, or both. They are sometimes printed in italic capitals, as in this work.

Captions, or Subheads, are headings placed over chapters or sections; they stand in the body of the page, not at the top.

Side-heads are titles run into the line or made a part of it.

A Frontispiece is a picture placed opposite the title-page and facing it.

A Vignette is a small picture, not occupying a full page, but placed among other matter either on the titlepage or in any other part of the book.

In preparing manuscript for printing, one line should be drawn under such words as are to be put in *italics*; two lines under such as are to be printed in SMALL CAPITALS; and three lines under such as are to be printed in CAPITALS. A waved line (~~~~) indicates bold type.

In the English Bible words printed in italics are not found in the original, but are supplied by the translators to complete the meaning.

Inexperienced writers use italics or underscored words freely to indicate emphatic words; this is not only unnecessary, but it also insinuates a lack of comprehension on the part of the reader.

Leads are thin plates of type-metal by which the lines are spaced apart. Matter spaced in this way is said to be *leaded*; that which is not thus spaced is called *solid*.

Composing, as a part of printers' work, is setting up the type.

The quantity of printed matter is counted by ems. An em is the square of the body of the type used.

Sizes of Books.

A book is called a Folio when the sheets on which it is printed are folded once, so as to make two leaves. It is called a Quarto, or 4to, when each sheet makes four leaves; an Octavo, or 8vo, when each sheet makes eight leaves; a Duodecimo, or 12mo, when each sheet makes twelve leaves; also a 16mo, 18mo, 24mo, 32mo, etc. according to the number of leaves into which a sheet is folded.

Inasmuch as sheets of printing paper vary in size, books known as duodecimos also vary considerably. The same is true of octavos and of all other sizes.

CHAPTER III.

LETTER-WRITING.

A LETTER is a written communication from one person to another.

A letter takes the place of a conversation or an oral communication; and this fact determines not only the character of the letter, but also its style, form, and, to some extent, its length.

Letters may be either public or private. Private letters are by far the most numerous; they embrace Letters of Friendship, Letters of Courtesy, and Business Letters.

Letters of Friendship.—The chief essentials in letters of friendship are that the style shall be simple and the manner of expression natural. The reputation which the poet Cowper acquired for excellence as a letter-writer came largely from the fact that his letters were not written for the public, and hence were characterized by a style so natural that they were called "talking letters."

Too little attention is given to the cultivation of excellence of style in epistolary correspondence.

Neatness and correctness are essential in letter-writing of all kinds. Nothing excuses a carelessly written letter. Neat, plain penmanship is preferable to flourishes or to the uncouth angular hand lately so much employed.

It should be remembered, in writing letters of friend-

ship, that what one writes to another may by accident or otherwise be read by those to whom it has not been addressed. It is wise, therefore, never to write anything that might be misinterpreted, or that might, if preserved, be likely to give trouble either to the writer or to others.

It is not the great events that make a personal letter interesting, so much as it is the incidents of every-day life; and therefore anything that would be of interest in conversation would be of like interest if embodied in a letter.

Letters of Courtesy include Invitations, Acceptances and Regrets, Letters of Congratulation, of Condolence, of Introduction, and of Recommendation.

All of these are closely related to letters of friendship, but they are more formal in style. Letters of friendship may be written at any time as impulse or habit may dictate, but letters of courtesy are demanded on particular occasions according to the customs of society.

Business Letters include two kinds—Personal and Official.

A *Personal* business letter is one on personal or private business.

Among personal business letters are included the letters of merchants, manufacturers, bankers, professional men, and others in connection with their business, either as individuals or as business firms.

An Official business letter is one written either by a public officer or to him, on business pertaining to his office.

Official business letters include the correspondence of the various officials of a city, state, or nation, together with heads of departments and officers of the army and the navy.

PUBLIC LETTERS.

Public Letters embrace news letters intended for publication, and essays and reports addressed to some person or persons.

News Letters are communications to newspapers containing accounts of local incidents, persons, and places. Sometimes they deal but slightly with local matters, and give more particularly incidents of travel and observations on places and the manners and customs of inhabitants. Frequently a writer publishes a letter addressed to some prominent person criticising his opinions or his actions, or putting to him a number of formal questions with the view of securing a published reply. This is usually called an open letter.

THE DIVISIONS OF A LETTER.

In writing letters the most important things to be considered are—

- 1. The Heading;
- 2. The Introduction;
- 3. The Body of the Letter;
- 4. The Conclusion;
- 5. The Superscription.

The mechanical part of a letter should not be neglected. The appearance of a letter frequently exercises more influence than the sentiment it contains; this is especially true in letters of courtesy.

THE HEADING.

The Heading of a letter consists of the name of the place at which the letter was written, and the date when it was written.

When the letter is written from a large city, the name

of the place should include the door-number, the name of the street, and the name of the city; all of which should occupy the first line of the heading, and the date the second line. Thus:

Where one does not care to have his residence known or is not permanently located, the post-office box number may be given instead of the door-number, as follows:

If the letter be written from the country or from a village or small town, the county as well as the State should be mentioned; as,—

If the letter be written from a prominent hotel, a boarding-school, or other institution, the name of the hotel or institution should occupy the first line of the heading, in which case the heading may occupy three lines, as follows:

Figures are employed only for the door-number, the day of the month, the year, and the number of the post-office box.

When the heading is short, it usually occupies but one line, as follows:

When the heading occupies more than one line, the lines following the first should each begin a little farther to the right than the one preceding, as in the foregoing examples.

The first line of the heading should begin about an inch and a half from the top of the page, and a little to the left of the middle of the page.

Every important part of the heading should begin with a capital letter.

A period should follow every abbreviation, and the parts should be separated by commas. A period should be placed also at the end of the heading.

The Date consists of the month, the day of the month, and the year. The day of the month is separated from the year by a comma. (See the foregoing examples.)

It is not necessary to write the forms 1st, 7th, 23d, etc.; the figures 1, 7, 23, etc., may be used instead. Thus:

Should the forms 1st, 2d, 15th, etc., be used, no period must be placed after them, as they are not abbreviations.

Note that the proper forms of the ordinals ending in 2 and 3 are 2d, 3d, 22d, 23d.

By some writers the date is placed at the close of the

letter. In such cases it begins near the left edge of the page, on the line next below that on which the signature is placed. In such cases also the name of the person to whom the letter is written must appear in the introduction.

Business-men and clerks sometimes use figures to indicate the number of the month, but it is permissible only in business letters.

EXERCISE.

Write the following headings correctly, punctuating them as they should be in a letter:

- 1. Pa West Chester June 9 1878
- 2. 66 Broadway New York Apr 16 1847
- 3. Princeton College of New Jersey N J Apr 14 1886
- 4. Oct 16 Baltimore Md 170 Calvert St
- 5. 23 Milk st Boston Nov 6 1864
- 6. 264 La Salle St Chicago Nov 15 1886
- 7. State Normal School Castine Me Oct 6 1887
- 8. Custom House Philadelphia Sept 6 1885
- 9. 742 Broadway New York Dec 4 1887
- 10. Camden N J Oct 6 1885
- 11. 159 Wabash Ave Chicago Feb 16 1887
- 12. Write the heading of a letter dated from your own home

THE INTRODUCTION.

The Introduction consists of the formal address and the salutation.

The formal address varies with the style of the letter written. It consists of the name, the title, and the place of business or the residence of the person addressed.

In some cases the name and the title alone are used as the address. While this is not objectionable in social letters, it is not the best form for business letters, as there would be no way of ascertaining the ownership

of the letter in case it were lost or mislaid in the absence of the envelope.

Titles should not be omitted, but they should be used sparingly. It is generally sufficient to use the most prominent title of the person addressed.

The Address may take up one, two, or three lines, each line followed by a comma, until the address is complete, when it should be followed by a period.

Name and Title.—The name of the person or firm to whom a letter is written should be written plainly and in full. Titles should be omitted only in writing to a member of the Society of Friends. The titles generally used are *Miss*, *Mrs.*, *Mr.*, and *Esq.* A lad is addressed as *Master*.

Titles are prefixed as follows:

Mr. to a gentleman's name;

Messrs. (for Messieurs) to the names of several gentlemen;

Master to the name of a boy;

Miss to the name of an unmarried lady;

Misses to the names of several unmarried ladies;

Mrs. to the name of a married lady or a widow;

Mesdames (pronounced mā dām') to the names of several married ladies or widows;

Dr. (plural Drs.) to the name of a physician;

Rev. (plural Revs.) to the name of a clergyman, or Rev. Mr., if his Christian name is unknown to you;

Rev. Dr. or Rev. —— , D. D., if the clergyman is a doctor of divinity.

Only one title of courtesy should be affixed to a name. Thus, it would be wholly incorrect to write Mr. William Jones, Esq., and similar forms. In the case of married ladies, however, it is correct to affix the title of courtesy, Mrs., and at the same time the honorary or professional

title of the husband; as, Mrs. Dr. Smith, Mrs. General Grant.

Two or more literary or professional titles may be used together, provided none of them include any of the others. In this latter case the titles should be written in the order they are supposed to have been conferred; thus, Prof. John Storm, A. M., LL.D.; S. S. Haldeman, Ph.D., LL.D., F. R. S.

We should, however, guard against the excessive use of titles. A man may have as his titles A. M., M. D., Ph.D., and LL.D., but even in such case it is best to write his name with his highest title alone; as,

Rev. Dr. James McCosh, or James McCosh, LL.D.

The place of business or residence, sometimes called the inside address, should give the name of the person's post-office and the State in which it is situated; as,—

> Rev. William Johnson, Burlington, N. J.

If the post-office be in a city of considerable size, the door-number and the street must also be given; thus,—

Prof. Thomas Williams, No. 11 North Queen St., Lancaster, Pa.

The Salutation.—The complimentary salutation varies with the formality of the letter or the position occupied by the person addressed.

Strangers may be addressed as Sir, Madam, Rev. Sir,

General, etc., though the first two of these should be avoided as far as possible, as they are too stiff and formal.

Acquaintances may be addressed as Dear Sir, Dear Madam, Dear Miss Clark, etc.

Friends are usually addressed as Dear Friend, Dear Mary, Friend Brown, My dear Madam, etc.

Near relatives and other close friends are usually addressed as My dear Daughter, My darling Child, My dear Mary, etc.

When addressing a firm consisting of several persons, the term Sirs or Dear Sirs, or the word Gentlemen, may be used as the salutation.

Note.—Never use Dr. as an abbreviation of Dear, or Gents for Gentlemen; neither is correct.

A military or a naval officer is saluted by his official title; as, Captain, Major, Commodore, General, or by the common title Sir.

A Governor is addressed as His Excellency, Governor, or Sir.

The President is addressed as His Excellency or President.

A married lady or an elderly unmarried lady is addressed in a business letter as Madam, Dear Madam, or My dear Madam.

In addressing a young unmarried lady the salutation is by some omitted; as,—

Miss Lucy Afton, Batavia, N. Y.,

We beg to acknowledge the receipt of your letter, etc.

This form is used to avoid the repetition of the word "Miss." It would seem better, however, to address these also by the same term as married ladies, the word "Miss" preceding the name showing, if need be, the position of the young lady in life.

There is also no objection to the following form, though some feel a delicacy in using it:

Dear Miss Corson,

Yours of the 1sth inst. has just reached
me, etc.

The address is usually placed in the next line after the heading, or the next line but one. (It should begin at the left side of the page, near the margin, and when it occupies more than one line, each line should begin a little farther to the right than the one preceding.)

Sometimes the address is placed at the bottom of a letter, beginning on the line next below the signature, but at the left side of the page, in the same position as if written before the body of the letter.

The salutation should follow the address in the next line below, and should be followed by a comma.

When the address consists of but one line, the salutation should begin about one inch to the right of the marginal line:

MODEL 1.

Ibr. T. E. Henry, Dear Sir

I am pleased to be able to say that the goods have come to hand, etc.

When the address consists of two lines, the salutation begins about an inch farther to the right than the second line, but it may begin under the first letter of the first line.

MODEL 2.

Messis. Smith & Johnson, Chester, Pa.

Bentlemen,

Have the kindness to fill the following order at once.

When the address consists of three lines, the salutation should begin under the first letter or figure of the second line, but it may begin under the first letter of the first line.

MODEL 8.

Messrs. Parter & Coates, 900 Chestnut St., Philadelphia.

Dear Sirs,—The books which I ordered on Monday have arrived, etc.

If there is no address preceding the salutation, the latter should begin at the marginal line.

MODEL 4.

May dear Son,

I reached home a little earlier than I expected, and—

CAUTIONS.

- 1. Separate the parts of the address by commas, and place a period at the end of the address.
- 2. Begin every important word of the address with a capital letter.
- 3. The first word and every noun in the salutation should begin with a capital letter.
- 4. A comma should be placed after the salutation except when the body of the letter begins on the same line, when a comma and a dash should follow the salutation.
- 5. No two successive lines of the heading, the introduction, the conclusion, or the superscription of a letter begin at the same vertical line.

EXERCISE.

Write and punctuate properly the following headings and introductions:

- 1. Baltimore 342 Calvert St Oct 15 1864 Messrs Bunn & Co Dear Sirs.
- 2. 916 Chestnut St Philadelphia Dr. Samuel Waters 16 W Fourth St Cincinnati O Dear Friend.
- 3. Albany N Y June 6 1884 Col Jas McFarland Ithaca N Y My dear Sir.
- 4. Dover Del Feb 3 1887 Supt James McAlister Philadelphia Dear Sir.
- 5. Lafayette College Easton Pa Jan 7 1886 Rev Dr McCosh Princeton N J My dear Friend.
- 6. State Normal School Trenton N J Sept 15 1875 My dear Father
- 7. 1674 Arch St Philadelphia Dec 17 1877 My dear little Bov.
- 8. Wilmington Del May 3 1887 Messrs D N Thomson & Co 877 Chestnut St Phila Gentlemen

THE BODY OF THE LETTER.

The Body of a letter is that which contains what is communicated from the writer to the person addressed.

When the introduction consists of three lines or less, the body of the letter should begin on the next line below, the first word commencing a little to the right of the first word of the preceding line.

MODEL 1.

Messis. Jones & Bro., Albany, N. Y. Dear Sirs,

Your kind letter came to hand this morning. In reply, etc.

When the introduction consists of more than three lines, the body of the letter may begin on the same line as the salutation. In this case a dash should follow the comma after the salutation.

MODEL 2.

Messrs. Westcott & Thomson, 710 Filbert St.,

Philadelphia, Pa.

Gentlemen,—Enclosed please find corsected proofs and some additional manuscript.

The body of the letter should vary in style and length according to its character. The language should be natural and not stilted. It should also clearly express what is intended. The penmanship should be neat and legible, and devoid of flourishes, erasures, blots, interlineations, cross-lines, and everything else that will detract from its neatness or from ease in reading it.

Paragraphs should begin only when the subject is changed, and care should be taken not to change too frequently. Tastes differ, but generally a new paragraph begins about half an inch farther to the right than the beginning of the other lines.

Business letters should be short, omitting nothing that is necessary and avoiding all repetitions and unnecessary explanations.

It is the practice of some to write on the first page, then the third, then the second, then the fourth. The better plan is to write on the pages as they follow one another—first, second, etc.

THE CONCLUSION.

The Conclusion of a letter consists of the complimentary close and the signature.

The forms of the complimentary close vary according to the relations of the writer to the person addressed.

Letters of friendship require some expression of regard, while business letters require respect only.

Some of the most common forms of complimentary close for business letters are the following:

Yours, Yours truly, Yours respectfully, Yours very truly, Very respectfully, Truly yours, Very truly yours, Yours very respectfully.

For Letters of Friendship more endearing terms may

be used, as follows: Your friend, Your sincere friend, Yours with esteem, Yours affectionately, Your loving daughter, Your affectionate mother, Ever yours, Ever your friend, Faithfully yours, Yours very sincerely, etc.

Official letters usually close in a more formal manner.

(See models.)

MODEL 1.

MODEL 2.

MODEL 3.

Very respectfully, your obedient servant,

MODEL 4.

I have the honor to be,

Very respectfully,

Your most obedient servant,

MODEL 5.

I am, Bear Sir,

Your obedient servant,

I——— W——— H———

These forms are, however, frequently abbreviated to "Yours respectfully," "Very respectfully," and even "Respectfully."

Note.—The salutation and the complimentary close should correspond. Thus, if the salutation is "My friend," or "My dear friend," it would be absurd to close with so formal a term as "Respectfully" or "Very respectfully." It would be better to end with some term corresponding with "Dear friend," as "Your friend," or something else equally familiar.

Never close a letter with the form " Yours, etc."

In closing a letter begin each line of the complimentary close with a capital letter, but do not begin the other words of the line with capitals.

Thus, write Yours very truly, Your sincere friend—not Yours Very Truly, or Your Sincere Friend.

The Signature.—The signature consists of the name of the person who writes the letter. It should be placed to the right-hand side, at the bottom of the letter, immediately following the complimentary close.

MODEL.

Yours very respectfully, Henry W. Thompson.

In letters of importance the writer's name should be signed in full.

A letter which by accident or otherwise goes astray or fails to reach its destination is sent to the Dead-Letter Office, where it is opened. If it contain the writer's name and address, it is then returned to him.

The signature should be plainly written. The writer should remember that while he or his friends may be able to recognize his signature, however poorly written, he has no right to puzzle others with illegible writing.

In writing to a stranger a lady should sign her name with her title prefixed. Thus:

Mors. Anna G. Moiles Moiss Mary E. Perhins.

The latter form may be written as follows, if preferred

(Miss) Mary E. Perkins.

Caution.—The title should be prefixed only in writing to a stranger or to an inferior.

A married lady should use her husband's name and initials; thus:

Mors. Thomas H. Sylvester.

A widow should use her own name and initials; thus:

Mors. Annie L. Sylvester.

EXERCISE.

Write the following conclusions, punctuating and putting each in proper form:

- 1. Yours very truly C. H. Maxwell.
- 2. Very respectfully yours J H Jones.
- 3. Very respectfully S M Hart Supt of Schools.
- 4. Sincerely your friend Mary E. Robinson.

- 5. I am Sir very sincerely yours Martin Henderson.
- 6. Your obedient servant Hamilton Fish.
- 7. We remain gentlemen yours very respectfully Smith Jones & Robinson.
- 8. I have the honor dear sir to be your most obedient servant Henry B. Stewart Collector of the Port.

GENERAL EXERCISE.

Put the following in correct form:

1. Heading.-Jan 6 173 Calvert St Baltimore Md.

Introduction.—Messrs Jones & Thomas, 1360 Market St Phila Gentlemen

Conclusion.—Very respectfully Harris A. Simmons.

2. Heading.—University of Pennsylvania, Philadelphia Nov. 16 1886.

Introduction.—Rev Dr Morris 2563 Spruce St Phila. My dear Friend

Conclusion.—I am very sincerely your friend Henry B Peterson.

THE SUPERSCRIPTION.

The Superscription is the outside address placed on the envelope. It consists of the name of the person to whom the letter is written, together with his proper titles and his post-office address.

Great care should be taken to make this address clear, that letters may not be miscarried or lost. Several millions of letters are sent to the Dead-Letter Office at Washington every year, a large number of which, it is said, are poorly or improperly directed.

The proper address gives the title, the name, the postoffice, the county, and the state.

All the words in the address except prepositions and articles should begin with capital letters.

A period must follow every abbreviation, and one must be placed also at the end of the complete address.

A comma separates the parts of the address. The county may be omitted in the case of cities.

MODEL 1.

Mr. William Smith,

. Wewtown.

uom., Buchs Cs., Ia.

MODEL 2.

Hon. Thomas F. Bayard, %. cou_z Wilmington, Qel.

MODEL 8.

Prof. Wm. F. Duncan, LL.D., 1062 Chestnut St.

Philadelphia,

Some writers claim that in writing to such cities as New York, Philadelphia, Baltimore, Boston, etc., there is no necessity for indicating the State. The fact that there are five New Yorks, nine Philadelphias, and twelve Bostons in the United States shows that there is necessity for indicating the State in every case.

Letters addressed to a city should have, in addition to the post-office, the door-number and the street or the post-office box.

MODEL 1.

Dr. J. B. Simmons,

1878 Market St.,

Philadelphia,

Ba.

MODEL 2.

Dr. J. B. Simmons,

Box 1217,

Philadelphia,

Pa.

MODEL 3.

Dr. J. B. Simmons,

Philadelphia,

Ja.

Box 1217.

Care should be taken to write the superscription horizontally on the envelope. The practice of writing in any other than a horizontal direction on an envelope is in bad taste.

CAUTIONS.

The superscription should begin about the middle of the envelope, the title or the name beginning usually near the left edge. The other lines should each begin a little farther to the right than its predecessor, so that the name of the state comes near the lower right-hand corner.

MODEL. Model.

When a person's official designation is given in full, it forms the second line of the superscription.

MODEL. Hon. Leroy D. Brown, Supt. Public Instruction, Columbus, O.

When a letter is addressed in the care of some other person, the form is usually as follows:

Ť.

Master Willie Smith,

Caps May,
"/o Frof. H. Smith. N. J.

It may also be written as follows:

Master Willie Smith, Care of Irof. H. Smith, Cape May, H. J.

Place the stamp in the upper right-hand corner of the envelope, with its edges parallel to those of the envelope.

Sometimes the county is placed in the lower left-hand corner of the envelope.

MODEL.

Mor. Henry Jonkins, Thobesonia, Borks Co., Ta. Care must be taken to write the abbreviations of the states distinctly. Pa. and Va., Penn. and Tenn., N. Y. and N. J., are those most likely to be mistaken and confused.

A non-delivered letter in an envelope containing the writer's address printed on it is usually returned direct to the writer, instead of being sent to the Dead-Letter Office.

When the county is placed at the lower left-hand corner of the envelope, it should be followed by a comma, as it is quite as much a part of the address as if placed immediately above the name of the state.

EXERCISE.

Write the following correctly, as you would place them on envelopes:

- 1. Mr. Henry W. Hunt, Lancaster, Pa.
- 2. Jacob W. Thompson, A. M., Elkton, Md.
- 3. Rev Dr. Cyrus Adams 116 Main St Buffalo N Y
- 4. Rev J Estabrook Supt Pub Instruction Lansing Mich.
- 5. Miss Susan D Burr Delaware City Newcastle Co Del.
- 6. Rev Henry Thompson LL D Com of Schools Ozark Mo.
- 7. President Cleveland Washington D C.
- 8. His Excellency President Cleveland Washington D C.
- 9. Rev Mr Samuels 159 Walnut St Philadelphia Pa.
- 10. Gen John Eaton LL D President Marietta College Marietta O.

Address an envelope to some member of your family. Address an envelope to some absent friend.

Address an envelope to

- a. The Governor of your State.
- b. The President of the United States.
- c. Some business firm.
- d. Some prominent school-officer.
- e. The minister of your church.

L'ETTER-MODELS.

Letters of friendship need no model, as every letter will depend on what the writer has to say at the time. Letters of courtesy are written only on the subject which calls them forth. They should, like business letters, be brief, and should be clearly expressed. They are among the most difficult to write.

INVITATIONS.

An Invitation is a formal note of courtesy. Invitations are usually written in the third person. The following are correct models:

MODEL 1.

Mr. and Mrs. Henry W. Wallace invite you to meet their guest,
Miss Ellen E. Braham,
on Thursday Evening, at six o'clock.
1468 Spruce St.

MODEL 2.

Mor. and Mors. Charles W. Williams request the pleasure of your company at dinner on Tuesday evening, October 6, at 7 s'clock.

or.

Mor. and Mors. Charles W. Williams present their compliments to Dr. and Mors. William V. Davis, and request the pleasure of their company at dinner on Tuesday evening, October 6, at 7 o'clock.

MODEL 8.

To Meet Friends.

Mor. and Mors. Bec. W. Harrison request the pleasure of your company on Griday evening, November 26, from eight to twelve o'clock, to meet

Bovernor and Mrs. Pattison. Sixteenth and Chestnut Sts., Philadelphia.

MODEL 4.

Birthday Invitation.

Mor. and Mors. E. A. Martin request the honor of your company to celebrate their son's twenty-first birthday, on Saturday evening, September 6, 1886.

1584 Chestnut St. R. S. V. P.

Note.—The initials R. S. V. P. stand for Respondes, s'il vous plait—Answer, if you please.

The following are given as examples of less formal invitations:

1.

Dear Allsop,

We are going to Dalston on Wednesday. Will you come see the last of us to-morrow night—you and Mrs. Allsop?

Yours truly,

C. Lamb.

Monday evening.

2.

My dear Sir,

If you can come next Sunday, we shall be equally glad to see you, but do not trust to any of Martin's appointments in the future. Leg of lamb as before, at half-past four, and the heart of Lamb for ever.

Yours truly,

C. Lamb.

30th March, 1821.

ACCEPTANCES AND REGRETS.

Answers to invitations are either Acceptances or Regrets. An acceptance is an affirmative answer, while a regret explains a non-acceptance.

When Necessary.—Most invitations do not need a reply if the person invited intends to accept, unless the initials R. S. P. V. accompany the invitation. A failure to answer is understood to be an acceptance.

An invitation to dinner or tea, however, requires a prompt answer of either acceptance or regrets. It is highly important that the entertainer should know just how many guests to expect and provide for. After having accepted an invitation, should one find it impossible to be present, he should, as soon as such discovery is

made, send his regrets at once, and these should give his reasons for absence.

Answers to invitations to weddings, balls, receptions, etc., should be sent not later than the third day after receiving them. Should anything occur at the last moment to prevent one's attendance, he should send his "regrets" the day after the party or other occasion.

The answer to an invitation should be acknowledged, and addressed to the person in whose name the invitation is given. If given by a lady and a gentleman together, it should be acknowledged to both, but be addressed on the envelope to the lady alone.

What are known as "At Home" invitations do not require an answer. They are meant simply to notify the persons to whom they are sent that such persons will be welcome on the occasion if pleased to call. They differ from most other invitations, which are formal requests.

A Regret should always state, at least in general terms, the reason why the person invited cannot accept, and this statement should be as brief as possible; no lengthy apology or explanation is necessary.

Abbreviations are not allowable in invitations, acceptances, or regrets. Initials, however, may be used. Thus, while we may write Mr. and Mrs. Thomas A. Hendricks or Mr. and Mrs. T. A. Hendricks, we must not write Mr. and Mrs. Thos. A. Hendricks.

Uncivil replies, as where no reason is given for regrets, are rude.

One may regret that "a previous engagement," "intended absence," "sickness in the family," or a similar reason prevents acceptance.

A first invitation should, if possible, always be accepted.

The words "presents compliments," "genteel," and "polite" are now usually discarded from notes of ceremony. The words "kind" and "very kind" are now substituted. Thus, "Your very kind note of yesterday," etc.

Forms of Acceptances and Regrets.

The following are some of the most usual forms for Acceptances and Regrets:

In answer to Model 1, page 78.

ACCEPTANCE.

Moiss Morrison accepts with pleasure the kind invitation of Mr. and Mrs. Henry W. Wallace to meet their guest, Moiss Ellen E. Graham, on Thursday evening at six o'clock.

1680 Chestnul St., June 16.

REGRET.

Miss Morrison regrets that intended absence from the city will prevent her accepting Mor. and Mors. Henry W. Wallace's kind invitation to meet their quest, Miss Ellen E. Braham, on Thursday evening at six o'clock.

1680 Chestnut St., June 16.

Z. ACCEPTANCE.

Dr. and Mrs. William V. Bavis accept with pleasure the very kind invitation of Mr. and Mrs. Charles W. Williams to dinner at seven o'clock, Tuesday evening, Oct. 6.

2516 Auch St.

REGRET.

Dr. and Mors. William V. Davis regret their inability, on account of illness in the family, to accept the very kind invitation of Mor. and Mors. Charles W. Williams for Tuesday evening, Oct. 6.
2516 Arch St.

3.

ACCEPTANCE.

Mor. Charles W. Harris accepts with pleasure the kind invitation of Mor. and Mors. E. A. Martin to be present at the celebration of their son's twenty-first birtheday on Saturday evening, September 6 1968 Pine St.

REGRET.

Mr. Charles W. Harris regrets that a previous engagement will prevent his acceptance of Mr. and Mrs. C. A. Martin's kind invitation to be present at the celebration of their son's twenty-first birth-day, on Saturday evening, September 6.

REVOKING ACCEPTANCE.

Dr. and Mrs. William V. Davis are pained to announce that on account of the death of a near relative they are compelled to revoke their acceptance of Mr. and Mrs. Charles W. Williams' kind invitation for Tuesday evening.

2516 Arch St.

LETTERS OF INTRODUCTION.

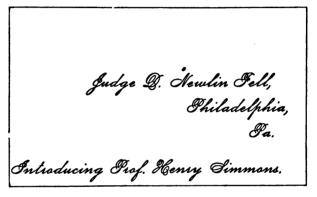
A letter of introduction is one used for the purpose of introducing a friend or acquaintance to an acquaintance who is absent.

Inasmuch as the writer to a certain extent vouches for the good character of the person he introduces, care

should be taken never to give a letter of introduction to any one with whom the writer is not thoroughly acquainted.

Letters of introduction are usually delivered in person; they should therefore be short.

They should also be left unsealed, and the name of the person introduced should be written on the lower left-hand corner if it is to be delivered personally. See the following form for the superscription:



The following are a few specimen forms for letters of introduction:

(1.)

Harrisburg, Pa., Aug. 4, 1886.

Rev. Thomas Smith.

Dear Friend,

I take pleasure in introducing to your acquaintance my friend, Mr. Henry M. Osborne, whom I commend to your kind attention.

Very truly yours, Samuel Allison. (2.)

Cincinnati, O., June 16, 1887.

Dr. N. C. Harris.

Dear Sir,

I have the honor of introducing to you my esteemed friend, Dr. William H. Sellers, of Trenton, N. J. Any attention you may show him will be gratefully appreciated by Your friend,

Jas. H. Morris.

(3.)

Syracuse, N. Y., May 3, 1887.

Rev. Dr. Williams.

Dear Sir,

This will introduce to your kind consideration Rev. John Willis, a very worthy gentleman, who desires to consult you on matters which he will explain to you personally.

Very respectfully,

Thomas D. Brooks.

LETTERS OF CONGRATULATION.

A Letter of Congratulation is one written for the purpose of expressing one's joy to a friend who has experienced some sudden good fortune. Such letters should be written in a style befitting the occasion, and should, of course, be cheerful in tone and express the actual joy the writer feels in the success and good-fortune of his friend.

The following are specimens of the style usually employed:

(1.)

From Sir Walter Scott to Robert Southey on his becoming poet-laureate:

Edinburgh, Nov. 13, 1813.

I do not delay, my dear Southey, to say my gratulator. Long may you live, as Paddy says, to rule over us, and to redeem the crown of Spenser and of Dryden to its pristine dignity. . . .

I was greatly delighted with the circumstances of your investiture. It reminded me of the porters at Calais with Dr. Smollet's baggage, six of them seizing one small portmanteau and bearing it in triumph to his lodgings. . . .

Adieu, my dear Southey; my best wishes attend all that you do, and my best congratulations every good that attends you—yea, even this, the very least of Providence's mercies, as a poor clergyman said when pronouncing grace over a herring. . . .

My best compliments attend Mrs. Southey and your family.

Ever yours,

Walter Scott.

(2.)

Washington, D. C., Aug. 6, 1884.

Dr. James B. Harrison.

My dear Friend,

I most heartily congratulate you on the success you have met with in conducting the institution over which you preside. I had faith enough in you to believe when you were made its chief officer that you would succeed without a doubt, but let me say that your success has been even more marked than your best friends had anticipated.

I sincerely trust that your prosperity may continue unabated, and that you may find your work entirely agreeable.

Very truly your friend, Henry B. Walters.

LETTERS OF CONDOLENCE.

A Letter of Condolence is one written for the purpose of sympathizing with a friend who has suffered some great loss or sad bereavement.

Great care must be taken in writing a letter of condolence to express one's sympathy in such a way as not to cause fresh sorrow. What the bereaved recipient of the letter needs is sympathy, and this should be expressed in as loving words as possible.

The following will serve as a specimen of letters of condolence:

Norfolk, Va., Jan. 3, 1887.

My dear Brother,

I cannot express to you the sorrow I felt on hearing of your grievous loss in the death of dear little May. I earnestly wish I could be with you to help to sustain and comfort you and your loving wife.

Darling May was a favorite with all of us, and we had hoped to enjoy her innocent prattle when all of you should visit us in the coming spring. But God in his omniscience has ordered otherwise, and we can but bow in humble submission to his decree, with the hope that your angel child is but another link in the chain of love that binds the home to heaven.

Accept my most tender sympathy, and may you be comforted with the thought that your darling child has simply gone before to await your coming.

Your loving sister,
Mary.

LETTERS OF APPLICATION.

Inasmuch as an applicant's fitness for a place is often to some extent judged by his letters, the writer of a Letter of Application should compose such a letter with great care, making it strictly correct in all its essentials as to both orthography and form. The penmanship should be neat and plain, and the language employed clear and concise.

The writer may state briefly his qualifications for the position sought, but as to his moral character and his special fitness for the position sought, it is best to give references.

The following are specimen letters of application:

(1.)

Wilmington, Del., July 3, 1887.

Jas. L. Clark, Esq.,

Pres. Board of Directors,

Linwood, Pa.

Dear Sir,—I have just learned that the principalship of your schools is vacant. Permit me to offer myself as a candidate for the vacant position.

I am a graduate of a Pennsylvania State Normal School, and have since my graduation taught three years successfully in the schools of Wilmington.

As to my personal fitness for the place, I shall be glad to have you correspond with Supt. D. S. Harlan of Wilmington, under whose supervision I have taught for the past three years.

Find enclosed copies of testimonials from Supt. T. N. Williams and Rev. Henry W. Johnson.

Very respectfully, Samuel W. Wilson. (2.)

Trenton, N. J., June 6, 1887.

Messrs. Thompson & Co., 173 Market St., Phila.

Dear Sirs,

Having learned that you are in need of a bookkeeper. I desire to make application for the position.

I have had five years' experience in my present position, and I refer you, by permission, to my present employers, Marsh & Co., as to my competency.

Should a personal interview be desired, I shall be glad to present myself at such time and place as you may be pleased to name.

Very respectfully,

James Matthews.

LETTERS OF RECOMMENDATION.

Letters of Recommendation should never be given to persons who are not known to be worthy of receiving them, nor should such letters express more than the truth. The practice of giving letters of recommendation to persons discharged for incompetency is reprehensible, and brings only reproach on those who recommend. It ought to be the pride of every man who writes a letter of recommendation to feel that his letter will have weight because it is known that he recommends only the deserving and the competent, and recommends truthfully.

Recommendations addressed to an individual or a firm are known as *special*; those without an address are known as *general*.

The following will illustrate both forms:

1. Special Recommendation.

Baltimore, Md., Jan. 7, 1887.

Hon George Gray, Wilmington, Del.

Dear Sir,—It gives me pleasure to recommend to you Mr. Albert B. Jones, the bearer of this, as a young man of great personal worth.

He desires to enter upon the study of law under your direction, and fit himself for the practice of that profession. He is a young man of strict integrity and faithful in every particular. I trust that you may be willing to take him under your care. I think you will find him worthy of your confidence.

Very respectfully,

H. B. Anderson.

2. General Recommendation.

State Normal School, Buffalo, N. Y., May 6, 1886.

To whom it may concern:

It affords me pleasure to testify to the excellent character and marked teaching ability of Miss Mary S. Allen, who has just graduated from this institution.

She is a young lady of superior scholarship and great energy, and possesses in a marked degree that self-control so necessary to the skillful disciplinarian.

I very cheerfully commend her to any school desiring the services of an excellent teacher.

Very respectfully,
A. C. Apacr.

Note.—The beginning of a letter of recommendation seems to many people the most difficult part of the letter. The foregoing forms may be used. The following are also correct:

- 1. "Mr. Sanuel Adams being about to leave my employ, it gives me great pleasure to testify," etc.
- 2. "Mr. Samuel Adams, the bearer, who is leaving my employ, has been," etc.
- 3. "This is to certify that Mr. Samuel Adams, who has been in my employ for the past five years," etc.

GENERAL SUGGESTIONS ON LETTER-WRITING.

All favors or courteous attentions that require acknowledgment should be acknowledged promptly.

When one has been on a visit to a friend living at some distance, he should, on returning home, write at once of his safe arrival and his appreciation of the hospitality he has enjoyed.

Crossed letters should not be sent even to near relatives. Letters about one's own affairs, when requiring an answer, should contain a stamp or a stamped envelope for return postage.

Social letters should never be written on foolscap paper nor on half sheets.

White or delicately-tinted paper is the best and most tasteful.

In writing to a stranger it is best for the writer to sign his full name.

A note written in the third person should never have the writer's signature attached.

In replying to a note written in the first person it is highly impolite for the one who answers to use the third person.

"Honorable" and similar titles should not be prefixed to one's name by the writer himself.

A letter of introduction, if sent by post, should contain the card of the person introduced, and should be sealed.

In every letter you compose write plainly, spell correctly, and use the best language at your command.

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 About twenty-five hundred additional test words in pronunciation.

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